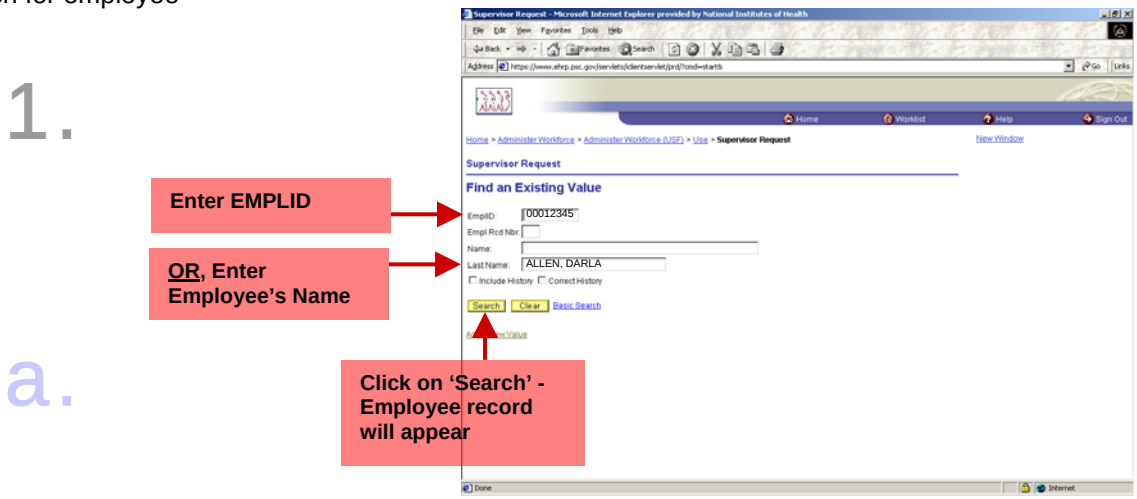
PAY ADJUSTMENT ACTIONS

Administrative / Management Office:
Initiating the Pay Adjustment PAR

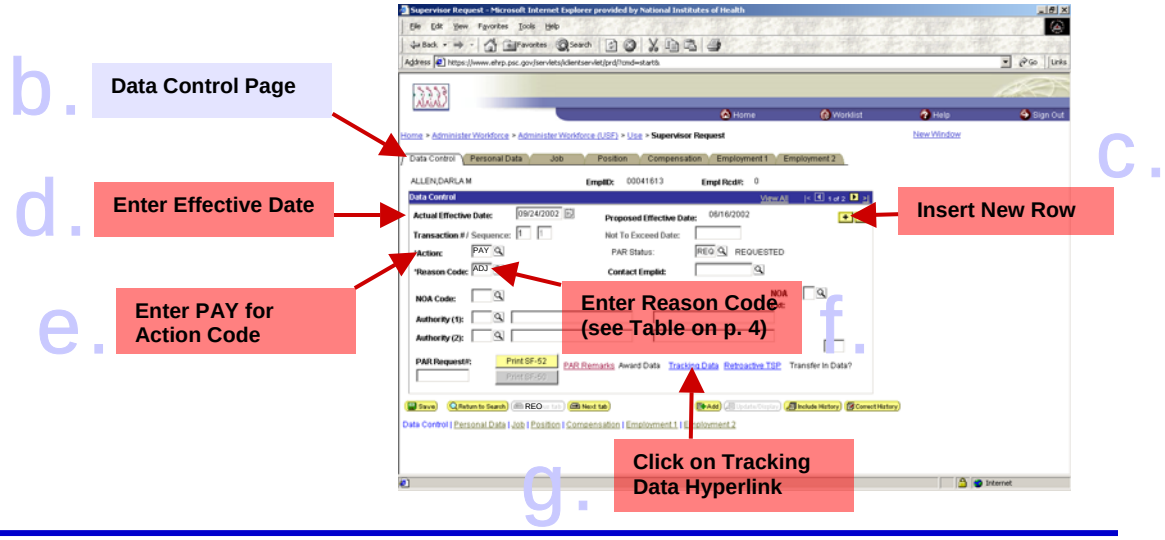
1. **Go to Home > Administer Workforce > Administer Workforce (USF) > Use > Supervisor Request***
   **Note: The path for this PAR action directs you to 'Supervisor Request.' The term 'Supervisor Request' means 'Initiator' (e.g., Secretary, Administrative Assistant, Administrative Officer, etc.) at the NIH.*

   a. Search for employee



   b. Make sure you are on the 'Data Control' page
   c. Insert a new row by clicking on the *plus (+)* sign
   d. Enter the Actual Effective Date
   e. Enter Action Code = PAY *
   f. Enter Reason Code = See *Action / Reason Code Table (on page 4)* *
   g. Go to the Tracking Data Hyperlink (at the bottom of the page)

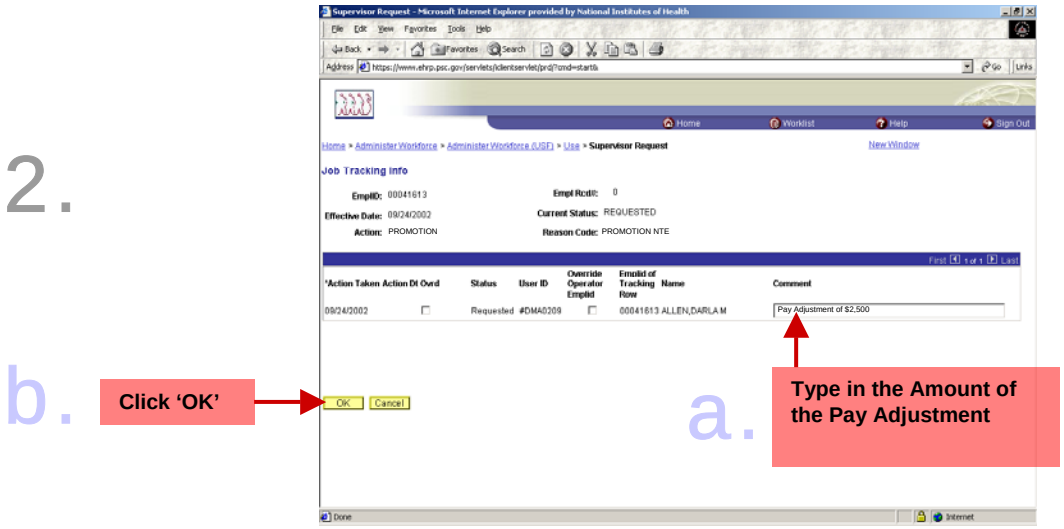
   **Helpful Hint: Using the magnifying glass to look up codes will minimize the chance of error*



PAY ADJUSTMENT ACTIONS

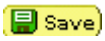
2. On Tracking Data Page

a. Enter the amount of the Pay Adjustment in the Comment field
b. Click 'OK'

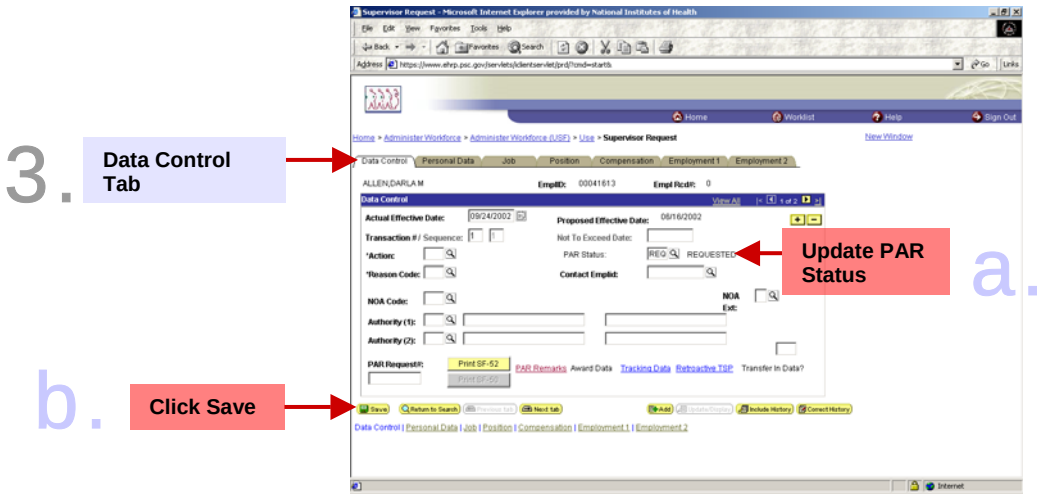


3. Return to Data Control tab

a. Update the PAR Status
b. Click 'SAVE'

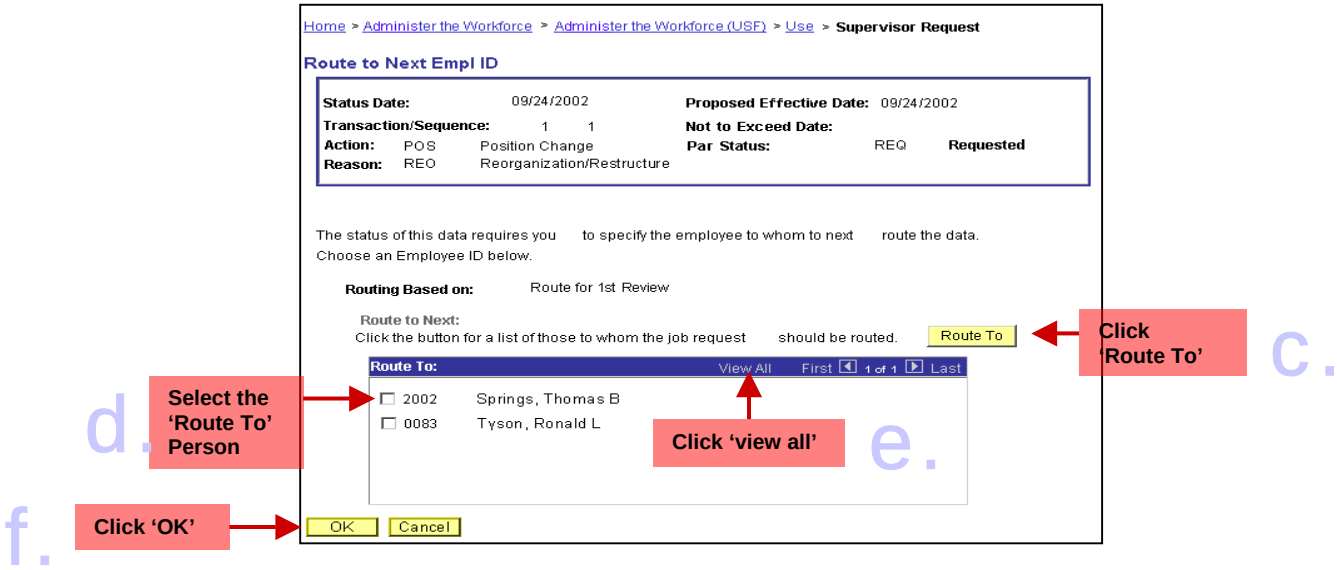


This will take you to the 'Route To' page



PAY ADJUSTMENT ACTIONS

c. Click on 'Route To' button
d. Select the 'Route To' person
e. If all the names are not there, Click 'View All' to see additional names
f. Click 'OK'



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Action / Reason Code Table for Pay Adjustment Actions

Action Code	Action Description	Reason Code	Reason Description
PAY	Pay Rate Change	**ADJ**	Adjustment
		ATB	Across-The-Board
		CNV	Currency Conversion
		COL	Cost-of Living Adjustment
		CVR	Conversion
		MER	Merit
		OTH	Other
		PAY	Pay Rate Change
		PRO	Promotion
		REC	Job Reclassification
		SEN	Seniority Pay
		SPG	Step Progression
		WGI	Within Grade Increase
		XFR	Transfer